

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



1.9  
B527

LIBRARY  
RECEIVED  
★ MAY 27 1930 ★  
U. S. Department of Agriculture

no. 388

**UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY**

**INDEX TO FILES  
of the  
BUREAU OF BIOLOGICAL SURVEY**

(REVISED, MAY, 1930)

BI-388



United States Department of Agriculture  
Bureau of Biological Survey  
Washington, D. C.

SYSTEM FOR FILING CORRESPONDENCE OF THE  
BUREAU OF BIOLOGICAL SURVEY

The method of filing Bureau of Biological Survey correspondence, by subjects under various divisions or classifications corresponding with the organization of the work of the Bureau, has been designed to provide a comprehensive and easily understood system. It has been in use since 1916, and is believed to meet fully all the requirements of the Bureau. It is self-indexing, with necessary cross references. Eighteen major headings are provided, each with a separate key as follows:

Alaska .....	A
Big Game .....	BG
Biological Investigations .....	BI
Finance .....	F
Food Habits Research .....	FH
Fur Resources .....	FR
Game Protection .....	GP
Illustrative Material .....	I
Importations .....	IP
Land Acquisition .....	LA
General .....	O
Personnel .....	P
Predatory Animal and Rodent Control .....	PR
Property .....	Prop.
Publications .....	Pub.
Game and Bird Reservations .....	R
Supervision .....	S
Ephemeral .....	X

All employees handling correspondence should thoroughly familiarize themselves with the sections of the files pertaining to the work of their particular division or office. They should be familiar also with other sections if required to use them, especially those relating to Personnel, Supervision, Property, Finance, and Operations.



## Notes for stenographers and others preparing correspondence

Hereafter, in-Washington clerks handling correspondence should place file designations, in accordance with revised index, on all correspondence, unless there is doubt as to the proper designation. In cases of doubt they should consult the file clerk.

Corresponding designations should also be placed on letters prepared in field offices. If there is doubt in the field offices as to proper designations for certain classes of correspondence, the matter should be taken up with the Washington office, as it is important that there be uniformity in classifying correspondence.

In order that a subject filing system may work most successfully, each letter should be confined to a single subject. If it should become necessary to cover more than one subject, however, the letter should be designated for filing under the most important subject, and extra carbon copies, marked "Extra Copy," furnished for filing under all other subjects.

Keys on letters must be complete: Do not write merely A, or A-GL, but complete the key, using the whole designation, as in the middle columns of the following pages.

Example:     A-GL  
              Inv.

When correspondence is filed by State, or by name of individual, the State abbreviation or individual's name should be part of the key.

	BI-B	S	R
Examples:	Census	Warner, E.P.	Miss. Refuge
	Calif.		Land
			Jones, A.B.

The key "Z" indicates "Miscellaneous" in any subdivision. It should not be used, however, when a specific designation is applicable.





ALASKA--A

Alaska Game Law (A-GL)

Investigations	A-GL Inv.	Actual or suspected violations.
Legislation	A-GL Leg.	Changes in laws.
Permits	A-GL Permits Jones, A.B.	Subdivide by name of permittee.
Regulations	A-GL Reg.	
Miscellaneous	A-GL Z	Alaska Game Law matters not included in the foregoing.

Reindeer Investigation (A-RI)

Lomen Reindeer Corporation	A-RI Lomen	Correspondence regarding this company.
Reindeer Experiment Station	A-RI Sta.	All matters affecting work of station.
Miscellaneous	A-RI Z	Reindeer investigations correspondence not included above.

Miscellaneous (A-Z)

Bears	A-Z Bears	
Cooperation	A-Z Coop.	
Governor	A-Z Gov.	Correspondence with Governor not otherwise provided for.
Guides and trappers	A-Z G & T	
Islands	A-Z Is.	

Other miscellaneous subjects as volume of correspondence may require.



Filed by species,

Example:

BG  
Antelope

## Subdivisions for

Antelope  
 Bear  
 Buffalo  
 Caribou  
 Deer  
 Elk  
 Goat (Mountain)  
 Moose  
 Musk-ox  
 Predatory animals  
 Reindeer  
 Sea mammals  
 Sheep (Mountain)

Miscellaneous (BG-Z)

Recreation

BG-Z  
Recreation

Transfer of game

BG-Z  
Transfer

Miscellaneous

BG-Z  
Z

Miscellaneous big-game corre-  
 spondence not otherwise  
 provided for.



BIOLOGICAL INVESTIGATIONS--BI

Birds (BI-B)

Bird-banding permits	BI-B Banding Jones, A.B.	Subdivide by name of permittee.
Censuses of breeding birds	BI-B Census Calif.	Subdivide by States.
Distribution and migration	BI-B Dist. N. Y.	Subdivide by States.
Increase and decrease of waterfowl	BI-B I & D Ark.	Subdivide by States.
Passenger pigeon	BI-B Pigeon	Other similar subdivisions by species when volume warrants.
Specimens	BI-B Spec. Mass.	Subdivide by States.
Waterfowl censuses	BI-B Wat. Fla.	Subdivide by States.
Woodcock	BI-B Woodcock N. H.	Subdivide by States.
Miscellaneous	BI-B Z	Miscellaneous matters on birds not otherwise provided for.

Mammals (BI-M)

Distribution	BI-M Dist. Okla.	Subdivide by States.
Specimens	BI-M Spec. Texas	Subdivide by States.
Miscellaneous	BI-M Z	Miscellaneous matters on mammals not otherwise provided for.



BIOLOGICAL INVESTIGATIONS--BI (Continued)

<u>Surveys</u> (BJ-S)	BI-S Ariz.	Investigations of plant life, animal life, or both. Subdivide by States.
 <u>Miscellaneous</u> (BI-Z)		
Amphibians	BI-Z Amph.	Correspondence on frogs, toads, etc.
Circulars	BI-Z Circ.	Circular letters to field men from head of division.
Ecology	BI-Z Ecol.	
Fishes	BI-Z Fishes	
Grouse and livestock relations	BI-Z Grouse v. Stock	Destruction of nesting grouse by grazing animals.
Plants	BI-Z Plants	
Reports	BI-Z Reports	Reports on field trips by Washing- ton employees.
Reptiles	BI-Z Reptiles	Correspondence on snakes, lizards, alligators, etc.
Specimens	BI-Z Spec.	Miscellaneous specimens, nei- ther birds nor mammals.
Taxidermy	BI-Z Taxidermy	
Tularemia	BI-Z Tularemia	
Miscellaneous	BI-Z Z	Correspondence not otherwise provided for.





FINANCE--F

This designation does not apply to correspondence re fiscal affairs of individual employees, which is filed under "Supervision," but to correspondence pertaining to the Bureau in general.

Allotments	F Allot.	Reports to Secretary's Office on status of allotments and apportionments of Bureau.
<u>Appropriations</u> (F-Appr.)		Subdivide by divisions of Bureau.
Administrative	F-Appr. Adm.	Correspondence with Secretary's Office, Bureau of Budget, etc., and office memoranda re Bureau appropriations.
Biological Investigations	F-Appr. BI	Correspondence from outside organ- izations and individuals re increases in appropriations for work of division.
Food Habits Research	F-Appr. FH	Do.
Fur Resources	F-Appr. Fur	Do.
Game and Bird Conservation	F-Appr. GBC	Do.
Predatory Animal and Rodent Control	F-Appr. PR	Do.
Refuge Land Acquisition	F-Appr. LA	Do.
Circulars	F-Circ.	Circulars and memoranda re fi- nancial matters sent to Bureau employees by Office of Accounts, Disbursing Office, etc.
Claims	F-Claims	Claims from outsiders against Bu- reau for damage to property, etc.
Contracts and leases	F C & L	Correspondence re contracts and leases, except leases for quar- ters (filed "O - Quarters").
Motor vehicles	F MV	Allotments by Secretary's Office and reports of expenditures for government passenger-carrying vehicles, allowances, special discounts, etc.



FINANCE--F (Continued)

Outside Funds	F Out Funds	Re funds contributed for work of Bureau by outside sources, except for rodent and predatory-animal work.
Payrolls	F Payrolls	Correspondence with Department Disbursing Officer re changes in payrolls.
Per diem	F Per diem	Re general subject of per diem.
Projects	F Projects	Re establishment of new project.
Receipts and expenditures	F R & E	Reports to Secretary's Office, Bureau of Budget, etc.
Research	F Research	Correspondence and reports re research projects and funds available for work.
Reserve (Secretary's)	F Reserve	Correspondence re release of funds from Secretary's reserve for emergency work.
Salaries	F Salaries	Notices to Department Disbursing Officer re mailing addresses for salary checks, etc.
Scrip	F Scrip	Reports of scrip used.
States	F States	Correspondence with outsiders re funds expended or proposed to be expended for Bureau work in any State.
Tax on gasoline	F Gas tax	Regulations and correspondence re tax payment by Government.
<u>Transportation (F-T)</u>		
Express	F-T Express	Correspondence with agencies re settlement of accounts and claims.
Freight	F-T Freight	Do.
Passenger	F-T Passenger	Do.



FOOD HABITS RESEARCH--FH

Birds (FH-B)

Correspondence concerning the food habits, control, economic value, etc., of birds are filed by species.

Examples:

FH-B  
Blackbirds

FH-B  
Bluebirds

FH-B  
Robins

FH-B  
Sparrows

FH-B  
Starlings

FH-B  
Wrens

Miscellaneous

(FH-Z)

Amphibians

FH-Z  
Amph.

Correspondence re food habits  
of frogs, turtles, etc.

Attracting birds

FH-Z  
Attracting

Bird houses

FH-Z  
Bird houses

Birds eating poison

FH-Z  
Birds eating poison

Botany

FH-Z  
Botany

Deterrents

FH-Z  
Deterrents

Methods and preparations for  
preventing bird depredations.

Duck diseases

FH-Z  
DD

Duck food

FH-Z  
DF

Fish-eating birds

FH-Z  
Fish-eating birds



FOOD HABITS RESEARCH--FH (Continued)

Miscellaneous (FH-Z) (Continued)

Game birds	FH-Z Game birds	
Insects	FH-Z Insects	
Introducing new species of birds	FH-Z Introd.	
Parasites	FH-Z Parasites	
Reports	FH-Z Reports	Reports on field trips by in- Washington employees.
Reptiles	FH-Z Reptiles	
Roosting birds	FH-Z Roosting birds	Methods of driving roosting birds away.
Stomachs	FH-Z Stomachs Iowa	Subdivide by States.





## FUR RESOURCES--FR

### Experiment Stations (FR-EX)

Fur Animal Experiment Station	FR-EX Saratoga	U. S. Fur Animal Experiment Station, Saratoga Springs, N. Y.
Rabbit Experiment Station	FR-EX Fontana	U. S. Rabbit Experiment Station, Fontana, Calif.
Minnesota University Co-operative Investigations	FR-EX Minneapolis	
California Cooperative Investigations (Rabbits)	FR-EX Univ.S.Calif.	

### Fur Farming (FR-F)

#### File by species:

Beavers	FR-F Beavers	
Foxes	FR-F Foxes Wisc.	Subdivide by States.
Muskrats	FR-F Muskrats	
Rabbits	FR-F Rabbits Penn.	Subdivide by States.
Rabbit meat	FR-F Rabbit meat	
Rabbit skins	FR-F Rabbit skins	
Sheep (Karakul)	FR-F Sheep	

When no particular species of fur-bearer is mentioned, file by States.

Example:	FR-F Mich.
----------	---------------



FUR RESOURCES--FR (Continued)

Miscellaneous (FR-Z)

Care of furs	FR-Z Care	
Cooperation	FR-Z Coop.	Pertains to cooperative agreements.
Humane traps	FR-Z Traps	
Reports	FR-Z Reports	Reports on field trips by in-Washington employees.
Sale of skins	FR-Z Skins	
Statistics	FR-Z Statistics	



GAME PROTECTION--GP

Cases (GP-C)

Violations of Migratory Bird Treaty Act	GP-C Ind. Jones, A.E.	Violation cases prepared for court prosecution. Subdivide by States, and violators.
-----------------------------------------	-----------------------------	-------------------------------------------------------------------------------------

Investigations (GP-I)

Violations of Migratory Bird Treaty Act	GP-I Mass.	Alleged violations and investigations of reports, not yet made into cases. Subdivide by Stat .
Violations of Lacey Act.	GP-LI Tenn.	Alleged violations and investigations of reports, not yet made into cases. Subdivide by States.

Permits (GP-P)

	GP-P Jones, A.B.	Correspondence relative to permits for propagating or possessing live birds or for the possession of mounted specimens of protected birds. Subdivide by permittee.
--	---------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

Regulations (GP-R)

Advisory Board	GP-R Adv. Bd.	Reports of hearings and recommendations by the Board.
Administrative	GP-R Adm.	Recommendations to Secretary for submission to Advisory Board, and promulgation of regulations.
Batteries and sinkboxes	GP-R B & S	
Requests for changes	GP-R Colo.	Complaints, requests for changes in regulations. Subdivide by States.

Miscellaneous (GP-Z)

Airplane shooting	GP-Z Airplanes	
Arrests, power of	GP-Z Arrests	Power of arrest by Bureau employees.
Circulars	GP-Z Circ.	Circulars sent to field men by the Division.



GAME PROTECTION--GP (Continued)

Miscellaneous (GP-Z) (Continued)

Cooperation	GP-Z Coop.	
Depredations	GP-Z Depredations Minn.	Depredations by birds protected under Treaty Act. Subdivide by States.
Drainage	GP-Z Drainage	Correspondence re drainage as it affects birds.
Hunting clubs	GP-Z Hunt clubs	
Indians, hunting rights of	GP-Z Indians	
Laws	GP-Z Laws	Correspondence re State laws, for use in preparing game and fur law bulletins.
Licenses, State	GP-Z Licenses	
Plumage	GP-Z Plumage	
Pollution	GP-Z Pollution	
Reports	GP-Z Reports	Annual reports of field men and reports on field trips by in-Washington employees.
State conditions	GP-Z Colo.	Miscellaneous reports on condi- tions in the States.
State violations	GP-Z State viol.	Violations of State laws protect- ing game.
Treaties	GP-Z Treaties Mexico	Re negotiations of treaties with foreign countries.
Uniforms	GP-Z Uniforms	





ILLUSTRATIVE MATERIAL--I

Drawings	I Drawings	Correspondence with artists and outsiders who wish to use the artists' work.
Exhibits	I Exhibits Texas	Subdivide by States in which exhibit is to be made.
	I Exhibits Off. Exh.	General correspondence with Office of Exhibits.
Motion pictures	I Movies	Correspondence with field men and outsiders.
Photos	I Photos Warner, E.P.	Subdivide by name of Bureau employee.
	I Photos Z	General correspondence.
Slides	I Slides	Correspondence with field men and outsiders.



IMPORTATION OF LIVE BIRDS AND MAMMALS--IP

Permits (IP-P)

IP-P  
Jones, A.B.

Requests to import birds  
(except quail) and mammals  
under Lacey Act. Subdivide  
by name of permittee.

Miscellaneous (IP-Z)

Quail

IP-Z  
Quail

Separate file for requests to  
import quail.

Prohibited species

IP-Z  
PS

Correspondence re European  
hares, mongooses, etc.



LAND ACQUISITION-LA

Appraisals (LA-Appr.)

Check examinations	LA-Appr. Check Exam.	Examinations to determine efficiency of examiner or crew.
Forms	LA-Appr. Forms	Forms pertaining to acquisition appraisals only.
Inspection	LA-Appr. Insp.	Memoranda of individual inspecting officer.
Manual	LA-Appr. Manual	Correspondence relating to changes, revisions, etc. in appraisal manual.
Reports	LA-Appr. Proj. Rpts.	Monthly progress of appraisal work.
Miscellaneous	LA-Appr. Z	General administrative control of appraisal work. The general methods to be used in connection therewith, such as private sales of land and timber, agricultural, grazing, hunting and trapping use, etc.

Commission (LA-Comm.)

Expenditures and liabilities (\$5,000 fund)	LA-Comm. Exp.	
Meetings	LA-Comm. Meeting	Matters for attention of next meeting, including notification to State officers, ex officio members, action taken at each meeting, etc. Separate jacket for each year.
Reports	LA-Comm. Report	Data for yearly reports.
Miscellaneous	LA-Comm. Z	Re Migratory Bird Conservation Commission.



Refuge Units in States (LA- )

Legislation	LA-Mont. Laws	State laws affecting acquisition, enabling acts, grants of land, etc.
- Units under consideration	LA-Mont. Benton Lake	Correspondence re specific units. Immediately behind folder, after field examination, will be a separate folder for filing all reports.
Proposals and purchases	LA-Mont. Benton Lake Webster, Mary P. #23	Individual correspondence and report folders for each case, designated by name of vendor or donor and serial number of tract, arranged alphabetically. Report folder to be filed directly behind correspondence folder and to contain appraisal reports, type maps, proposals, options, purchase agreements, survey descriptions, etc.
General matters	LA-Mont. Z	General matters re proposed units in State,

Statistics (LA-Stat.)

Areas and values	LA-Stat. Areas & Values	Data re areas of purchase units, acreage acquired or approved, classes of land acquired, stands of timber, etc.
Cost of work	LA-Stat. Annual Costs	Data re costs of carrying on purchase work, separate folders for appraisals, surveys, title work, etc.
Cost of appraisal work	LA-Stat. Appraisal Costs	
Miscellaneous	LA-Stat. Z	General statistics re acquisition work.





LAND ACQUISITION--LA (Continued)

Surveys (LA-S)

Check surveys	LA-S Check	Check surveys to determine technical efficiency of chiefs of party or transimen.
Forms	LA-S Forms	Forms pertaining to acquisition survey only.
Inspection	LA-S Insp.	Memoranda of individual inspecting officers.
Procedure	LA-S Procedure	Matters relating to technique, field methods, field and office forms, and changes, revisions, etc., in Survey Manual.
Reports	LA-S Prog. Rpts.	Monthly progress of Survey work.
Miscellaneous	LA-S Z	

Miscellaneous (LA-Z)

Decisions	LA-Z Decisions	Decisions of Solicitor, Attorney General, Federal Courts, etc., interpreting Conservation Act and amendments.
Work plan	LA-Z Work Plan  LA-Z Work Plan 1930  LA-Z Work Plan Dist. 4 - 1930	Classification of lands and water uses, lists of specific units, and cases for which negotiations are to be conducted. Folders by years and districts.
Miscellaneous	LA-Z Z	Miscellaneous work under Conservation Act or land acquisition.



GENERAL--0

Assaults	0 Assaults	General correspondence only.
Circulars	0 Circ.	Chief's circulars to Bureau employees.
Cooperation	0 Coop.	Correspondence with chiefs of other bureaus re cooperation with Bureau as a whole.
Court attendance	0 Court Atten.	
Department Welfare Assn.	0 Welfare Assn.	
Economy	0 Economy	Correspondence and reports re savings and economy.
Efficiency Committee	0 Eff. Comm.	
Federal Employees Union	0 F. E. Union	
Files	0 Files	Correspondence and memoranda re Bureau files.
Graduate study	0 Grad. Study	
Hotel reservations	0 Hotels	
Insurance	0 Insurance	
Imposters	0 Imposters	
Lists of employees	0 Lists	Lists of employees for directories, Blue Book, etc.



GENERAL--0 (Continued)

Mail	0 Mail	Correspondence and memoranda on general subject.
Meetings	0 Meetings GP	Subdivided by nature of meetings, as predatory animal and rodent control, game protection, etc.
Overtime	0 Overtime	
Passes	0 Passes	
Patents	0 Patents	
Quarters	0-Qrs. Denver	Re space for Bureau use in any city or town. Subdivide by name of place.
	0-Qrs. Z	Re space in general.
Reports	0 Reports	Quarterly reports to Secretary re condition of work.
Retirement	0 Retirement	
Shops	0 Shops	Correspondence with Mechanical Shops re work for Bureau.
Telephone and radio	0 Tel.	Correspondence with Department Telephone Office, and circulars.
Travel instructions	0 Travel	
Work of Bureau	0 Work	Correspondence with outsiders re work of Bureau.



## PERSONNEL--P

Employees of Bureau (P)

Correspondence concerning appointment, promotion, transfer, resignation, identification cards, leave, retirement, injury, permits, debt complaints, commendation, and all other matters, except fiscal and property, pertaining to the employee as an individual are filed under this designation, alphabetically by name of employee.

Example: P  
Warner, E.P.

Positions (P-P)

Correspondence concerning positions is subdivided by name of the division in which the applicant seeks employment, then subdivided by name of the State in which the applicant lives.

Example: P-P  
GP  
Wis.

Examinations, Civil-service.

Correspondence with the Secretary's Office and the Civil Service Commission is filed under the title of the examination.

Example: P-P  
Jr. Biol.

Certificates	P-P Certificates	Reports on Civil Service certificates.
--------------	---------------------	-------------------------------------------





PREDATORY ANIMAL AND RODENT CONTROL--PR

Rodents and Other Destructive Animals (PR)

File by species, and where necessary subdivide by States.

Examples:	PR Prairie Dog	PR Rat N.C.
-----------	-------------------	-------------------

Conditions in Various States (PR)

File by States.

Example:	PR Mont.
----------	-------------

<u>Cooperation with States</u>	PR-Coop. Wyo.	Subdivide by States.
--------------------------------	------------------	----------------------

Miscellaneous (PR-Z)

Circulars	PR-Z Circ.	Circulars sent field men by head of division.
Dogs (hunting)	PR-Z Dogs	Re dogs used in hunting predatory animals.
Estimated damage	PR-Z Damage	
Live animals	PR-Z Live animals	Sale of live animals.
Poisons	PR-Z Poisons Strych.	Subdivide by kind of poison.
Rabies	PR-Z Rabies	
Reports	PR-Z Reports	Reports on field trips by in-Washington employees.
Scents	PR-Z Scents	
Skins	PR-Z Skins	Sale or other disposition of skins.
Traps	PR-Z Traps	Correspondence <u>not</u> referring to purchase or loss.



PROPERTY--Prop.

This designation does not apply to the property accountability of individual employees, which is filed under "Supervision," but to correspondence of a general nature.

Badges	Prop. Badges	
Bids	Prop. Bids Strych.	Subdivide by name of article. This file covers bids from firms and individuals on articles required by the Bureau.
Boats	Prop. Boats "Curlew"	Re boats of Bureau designated by name. Subdivide by name of boat.
Circulars	Prop. Circ.	
Dealers	Prop. D	Re catalogues and prices. Subdivide by name of dealer.
<u>Motor Vehicles</u>		
Reports	Prop.--MV Reports	Correspondence concerning reports on operation of Government motor vehicles.
Miscellaneous	Prop.--MV Z	Regulations re purchase, etc., of motor vehicles.
Supervision	Prop. S	Correspondence with Secretary and Budget Bureau re purchase and sale of property.
<u>Surplus</u>		
Bureau	Prop. Surplus - Bureau	Reports and correspondence re surplus Bureau property.
Outside	Prop. Surplus - Out	Reports and correspondence re surplus Government property outside the Bureau.
Tires and tubes	Prop. T & T	Information from the field for quarterly orders to General Supply Committee.



PUBLICATIONS--Pub

<u>Manuscripts</u> (Pub-M)	Pub-M Warner, E.P.	Subdivide alphabetically by name of writer of manuscript. Includes articles for official and outside publications, radio and other addresses, etc.
Annual Report (Chief)	Pub-M AR Chief	
Annual Report (Secretary)	Pub-M AR Sec.	
Directory	Pub-M Directory	Directory of game protection officials and organizations.
Fur-law bulletin	Pub-M FLB	Correspondence re preparation of manuscript.
Game-law bulletin	Pub-M GLB	Do.
List of workers	Pub-M List of Workers	
North American Fauna	Pub-M NAF	
Official Record	Pub-M OR	
Posters	Pub-M Posters	
Press	Pub-M Press	
Radio	Pub-M Radio	
Review	Pub-M Review	Articles by outsiders for Bureau review, and vice versa.
Service and Regulatory Announcements	Pub-M SRA	
The Survey	Pub-M Survey	
Yearbook	Pub-M Yearbook	



PUBLICATIONS--Pub (Continued)

Printing (Pub-P)

Addressing and duplicating	Pub-P A & D	Regulations, orders, and correspondence.
Bills	Pub-P Bills	Charges for work done by Office of Information.
Binding	Pub-P Binding	Regulations, orders, and corre- spondence.
Estimates	Pub-P Estimates	Re estimates on printing and binding.
Field printing	Pub-P Field	
Job printing	Pub-P Job	Regulations and correspondence.

Miscellaneous (Pub-Z)

Distribution	Pub-Z Distrib.	
Mailing lists	Pub-Z ML	
Maps	Pub-Z Maps	
Plates	Pub-Z Plates	
Reprints	Pub-Z Reprints	
Republishing	Pub-Z Ropub.	Correspondence with outsiders re republishing Bureau articles.

Note: Letters from outsiders requesting Bureau publications are filed alphabetically in the X file.





GAME AND BIRD RESERVATIONS--R

Reservations (R)

Correspondence regarding Bureau game and bird reservations is subdivided by name of reservation. (Surplus animals see R-Z)

Example: R  
Bison Range

Correspondence pertaining to the larger reservations is further subdivided as follows: (A sample key designation is given for each reservation.)

Aleutian Islands

Permits R  
Aleutian Is.  
Permits

Regulations  
Reindeer herds  
Miscellaneous

Bear River Migratory Bird  
Refuge

Establishment  
Improvements  
Land R Subdivide by name of vendor.  
Bear River  
Land  
Jones, A.B.

Permits  
Miscellaneous

Big Lake

Boundaries  
Claims  
Improvements R  
Big Lake  
Improvements

Permits  
Posting  
Regulations  
Violations  
Miscellaneous



Reservations (R) (Continued)

Elk Refuge

Animals

Hay

R  
Elk Refuge  
Hay

Improvements

Land

Miscellaneous

Lake Malheur

Bounds

Diversion of waters

Improvements

Leases

R  
Lake Malheur  
Leases

Permits

Miscellaneous

Mississippi (Upper) River

Wild Life Refuge

Birds and animals

Duck foods

Establishment

Improvements

Land

R  
Miss. Refuge  
Land  
Jones, A.B.

Subdivide by name of vendor.

Legislation

Maps

Permits

Posting

Regulations

Trapping

violations

Miscellaneous



GAME AND BIRD RESERVATIONS--R

(Continued)

Reservations (R) (Continued)

Montana National Bison Range

Animals	
Depredations	R
	Bison Range
	Depredations

Improvements	
Miscellaneous	

Niobrara

Animals	
Hay	R
	Niobrara
	Hay

Improvements	
Miscellaneous	

Sullys Hill

Animals	
Improvements	R
	Sullys Hill
	Improvements

Miscellaneous	
---------------	--

Wind Cave Game Preserve

Animals	
Improvements	R
	Wind Cave
	Imp.
	Water system

Miscellaneous	
---------------	--



GAME AND BIRD RESERVATIONS--R (Continued)

Miscellaneous (R-Z)

Fires	R-Z Fires	Fire protection for forests and reservations.
Lighthouses	R-Z Lighthouses	
National forests	R-Z N-F Harney	Subdivide by name of forest.
National parks	R-Z N-P Glacier	Subdivide by name of park.
Proposed reservations	R-Z Prop. Calif.	Subdivide by States.
State refuges	R-Z State N. Dak.	Subdivide by States.
Surplus	R-Z Surplus Texas	Subdivide by States to which animals sold will be sent.
	R-Z Surplus Bison Range	Matters not pertaining to any particular sale, subdivide by reservations.





SUPERVISION--S

All correspondence re general supervision of the work of the employee, including property and supplies, allotment of funds, expenditures, vouchers, suspensions from reimbursement accounts, etc., is filed under this heading alphabetically by name of employee concerned. The only exception is correspondence re badges of U. S. Deputy Game Wardens, which is filed in the personnel folder of the deputy and not under this designation.

Example: Herrick, M.C.

EPHEMERAL--X

Correspondence on miscellaneous subjects that is of no value to the Bureau and that may be destroyed after one year is segregated in a special file designated "X," alphabetically by name of writer. The object of this special file is to keep useless correspondence out of the important subject files, and make it readily available for disposal after one year.

